



CITY OF BIRMINGHAM
Department of Planning Engineering & Permits
Urban Design Division
710 North 20th Street
Room 500, City Hall
Birmingham, Alabama 35203
(205) 254-2479

Randall L. Woodfin, Mayor

Katrina R Thomas, Director

APPLICATION TO THE BIRMINGHAM DESIGN REVIEW COMMITTEE

APPLICATION TYPE

- ☐ Addition/Alteration to Existing Structure
- ☐ New Construction
- ☐ Demolition
- ☐ Master Plan
- ☐ Landscaping

☐ Streetscape

☐ Site Amenity

☐ Sign/Signage Plan

☐ Parking Lot

☐ Other

REVIEW TYPE

☐ Conceptual Design

☐ Schematic Design

☐ Final

PROJECT INFORMATION

Project Name: _____

Project Address: _____

Comm./Historic District: _____

Existing Zoning: _____

Brief Description of Project: _____

PENDING APPROVAL(S) (Please list any other City approvals required to facilitate development of this project.)

☐ Zoning Change

☐ Right-of-Way Encroachment

☐ Zoning Variance

☐ Planning Commission

☐ Subdivision

☐ Other _____

APPLICANT INFORMATION

Name: _____

Address: _____

Main Contact (if different from Applicant): _____

Company: _____

Phone: _____

Email: _____

Estimated Project Cost: \$ _____

CERTIFICATION

I hereby certify that I have filled and read this application and that all information contained herein is true. If any portion of this information, intentionally or unintentionally, is false or misrepresentation of the material facts, the Application to the DRC, will be void. I further certify that if I am not the owner, I have proper authorization from the owner to act as representative on his/her behalf and that I may be required to provide written documentation of such authorization to the City of Birmingham.

Signature (Owner) _____ Date: _____

Signature of Applicant
(if different from owner) as Agent on behalf of Owner: _____ Date: _____

Hearing Date: _____ Hearing Time: _____ Location: _____

Filing Fees: \$00.00

Plan Review: \$00.00



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DRC BACKGROUND

Design Review is a process where a committee of citizens review development plans for new construction, demolition, repair, additions, signs, and/or modifications to property to ensure that the changes comply with the design guidelines of the particular Commercial Revitalization or Local Historic District. As an applicant, you will need to appear before the Design Review Committee. The Committee meets the **second and fourth Wednesday of each month at 7:30 a.m. at the Auburn University Urban Design Studio, located at 221 20th Street North.**

SUBMITTAL DEADLINES

All applications and support materials must be submitted digitally to the Urban Design staff two weeks prior to a scheduled meeting of the Design Review Committee (DRC). Please see the schedule on page 4 as actual deadlines are adjusted due to City holidays. **It is important that the applicant discuss the proposal with appropriate City agencies, Zoning Administration staff, and area civic associations and residents prior to filing an application with the DRC. Late or incomplete submissions will be deferred to the next DRC meeting.**

SUBMISSION REQUIREMENTS

Generally, the following information will be required:

DEMOLITION

- Scaled site plans showing location of all structures to be removed.
- Images showing the general condition of the structure (inside and outside).
- Scaled site plan showing near term and long-term use of the property. Please note that the following minimum work will be required for demolition approval: 100% of structure removed (including foundation), site graded for positive drainage, seed and straw of any disturbed area, and a property maintenance plan.

SITE WORK

- Scaled site plans showing location of all landscaping, paving, fences, appurtenances, lighting, etc.
- Scaled, color rendered, landscaping plan showing all sizes, species, and plant spacing.
- Elevations and details of fencing or other structures.
- Actual manufacturer's color and material samples.

BUILDINGS (new construction and renovations)

- Site plan showing all proposed work.
- Building elevations, (rendered elevations are preferred).
- Scaled, colored landscaping plan showing all sizes, species, and plant spacing.
- Actual manufacturer's color and material samples for shingles, brick, stone, mortar, paint, stain, stucco, lighting, etc.

AWNINGS

- Scaled, color rendered drawings (showing the actual colors) noting dimensions, signage, and location on building of each awning.
- Site plan showing location of awnings on the building and the property lines. If awnings project into the City's right-of-way, a right-of-way use agreement may be required.
- Description and illustration of attachment and lighting.
- Actual manufacturer's color and material samples.

SIGNAGE:

- For multi-tenant buildings, a multi-tenant master sign plan is required. The Urban Design staff member assigned to your project can assist in the development of the master plan.
- Scaled elevation or site plan showing location on site or on building of each sign. Include dimension for front linear feet (straight-line length) of the building. For corner properties show dimension of both fronts that face streets.
- Scaled, color rendered drawings or photomontage (showing the actual colors) showing the composed signage on each elevation. Images should include the dimensions of each sign, including mounting heights, overall height of pole signs, and dimensions and spacing of text.
- Description of construction, method of illumination, and mounting.
- Calculation of total aggregate area of proposed signs and any existing signs.
- Scaled landscaping plan for monument signs showing all sizes, species, and plant spacing.
- Actual manufacturer's color and material samples.



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LIGHTING:

- Location and cut-sheets of surface mounted lights.
- Location and design of all light standards.
- Distribution of light wash on surfaces.

****NOTE:** If your proposal does not include the pertinent information, the Urban Design staff will notify you of lacking materials. Only when applicants have submitted complete proposals will their project be placed on the Design Review agenda.

In addition to the digital materials submitted for inclusion on the Design Review agenda, applicants will need to bring 15 hard copies (8.5X11 or 11X17) to pass out to the Committee on the day of the meeting. Applicants may also bring large boards as reference materials, and material samples, if desired.

Applicants may also elect to include images in the digital presentation. In this case, a PowerPoint file must be submitted to the Urban Design staff as part of the material submittal. The PowerPoint file should be composed using a black background and be less than 5Mbs in total.

In the case of a continuance or sequential presentations for the same project, you will need to bring copies of all previously approved designs for the DRC's information so they may review all the items in context.

REVIEW AND PROCESSING

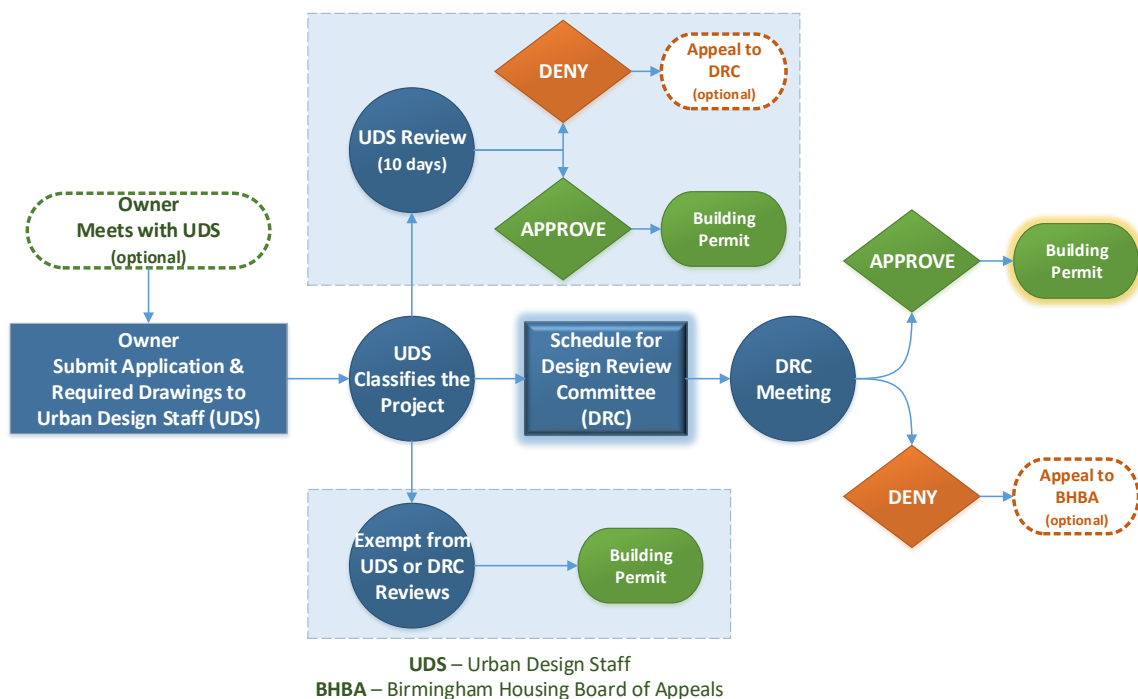
Once an application is received, it is reviewed by Staff to determine the nature of the project, and whether or not it needs to go before the Design Review Committee. If DRC approval is required, the Staff compiles a report that is sent to the DRC. A copy of the report and the meeting agenda will be sent to the applicant prior to the meeting. The applicant or a representative must be present at the DRC meeting to present the project, or the application will be deferred to the next regularly scheduled meeting.

DRC REVIEW

The Committee must review all applications for:

1. New construction of primary structures, outbuildings, or garages;
2. Exterior renovations to existing structures;
3. Additions (including drive through windows);
4. Demolitions;
5. Parking lots or parking structures;
6. Any applications referred by the Urban Design Staff that do not clearly meet the guidelines.

DESIGN REVIEW PROCESS FLOW CHART



STAFF REVIEW

If DRC approval is not required, Staff approval may be provided for all other work that meets the design guidelines. This may include signs, awnings, fences or retaining walls, window and door changes, and landscaping.



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Within 10 working days of receiving your application and all required information, the staff will contact you with an approval as submitted, an approval with changes, or a denial. If you are dissatisfied with the staff's decision, you may request to have your project considered by the Design Review Committee within 30 days of the Staff's decision.

MEETING SCHEDULE 2017-2018			
DRC Meetings	Submittal Deadlines	DRC Meetings	Submittal Deadlines
January 11, 2017	December 28, 2016	January 10, 2018	December 27, 2017
January 25, 2017	January 11, 2017	January 24, 2018	January 10, 2018
February 8, 2017	January 25, 2017	February 14, 2018	January 31, 2018
February 22, 2017	February 8, 2017	February 28, 2018	February 14, 2018
March 8, 2017	February 22, 2017	March 14, 2018	February 28, 2018
March 22, 2017	March 8, 2017	March 28, 2018	March 14, 2018
April 12, 2017	March 29, 2017	April 11, 2018	March 28, 2018
April 26, 2017	April 12, 2017	April 25, 2018	April 11, 2018
May 10, 2017	April 26, 2017	May 9, 2018	April, 25, 2018
May 24, 2017	May 10, 2017	May 23, 2018	May 9, 2018
June 14, 2017	May 31, 2017	June 13, 2018	May 30, 2018
June 28, 2017	June 14, 2017	June 27, 2018	June 13, 2018
July 12, 2017	June 28, 2017	July 11, 2018	June 27, 2018
July 26, 2017	July 12, 2017	July 25, 2018	July 11, 2018
August 9, 2017	July 26, 2017	August 8, 2018	July 25, 2018
August 23, 2017	August 9, 2017	August 22, 2018	August 8, 2018
September 13, 2017	August 30, 2017	September 12, 2018	August 29, 2018
September 27, 2017	September 13, 2017	September 26, 2018	September 12, 2018
October 11, 2017	September 27, 2017	October 10, 2018	September 26, 2018
October 25, 2017	October 11, 2017	October 24, 2018	October 10, 2018
November 15, 2017**	November 1, 2017	November 14, 2018**	October 31, 2018
December 13, 2017**	November 29, 2017	December 12, 2018**	November 28, 2018

**** Meeting dates moved to account for Holiday**